

October 29, 1999

## TO ALL PARTICIPANTS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the reissuance of the **1999-2000** Filing Cycle Special Instructions for the filing of rates in General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period **January 30, 2000, through October 31, 2000**. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to Request for Offers (RFO) Section 2-4). Participants who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

Please note the following significant changes to the 1999-2000 filing cycle Special Instructions:

1. Move Management Services (MMS): MMS provisions applicable to household goods carrier/forwarder MMS providers have been incorporated in this RFO. They will be effective on January 30, 2000 following the January 29, 2000 expiration of current RFO provisions/rate filings. Concurrent with this change, licensed-broker MMS providers will transition to the Governmentwide Employee Relocation Services Schedule, and the current HTOS MMS supplements will be canceled.
2. Electronic Rate Filing: In lieu of the floppy disk requirements contained in the DTOS, all offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to formatting requirements specified in RFO **Section 6** will not be accepted. NOTE: If your firm intends to transmit its own rate offer via I-FTP instead of using a filing service, you must contact the Program Management Office (PMO) in writing on company letterhead and obtain a User ID and Password (**RFO Sections 1-1.4 and 1-6**).
3. Electronic Re-filings: Technically or otherwise deficient rate filings must be corrected and electronically re-filed within twelve (12) calendar days following notification to the Participant or Participant's Rate Filing Service of a deficiency (**RFO Section 1-1.6**).
4. Documentation Requirements: Participants must submit a Trading Partner Agreement and a Performance Bond in accordance with RFO **Section 1-4**. Failure to submit any required document will result in rejection of the participant's rates.  
**Note**: Documents must be submitted to the mailing address identified in RFO **Section 1-6**. Submission of required documents to any other GSA office or to a Rate Filing Service Provider will be considered a filing deficiency under RFO **Section 1-1.6**.
5. Certification of Insurance: By submitting a rate offer, the Participant is certifying under RFO **Section 1-4** that it will maintain cargo liability insurance that meets the requirements of the HTOS.

6. Released Valuation: In lieu of Item 190-1 of the Domestic Household Goods Government Rate Tender (GRT), STB-HGB 415-G, or similar provisions, all surface household goods shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to \$5.00 per pound times the actual total weight (in pounds) of the shipment (RFO [Section 2-7](#)).

7. Special Agency Provisions: In addition to offers for general transportation rates, participants have the option to file agency-specific rates identified in RFO [Section 5-1](#) (including specific rates for an organizational component within an agency identified in RFO [Section 3](#)).

- (a) Department of Veterans Affairs requests offers based on a released value of \$6.50 per pound or \$110,000, whichever is greater;
- (b) Department of Justice, Federal Bureau of Investigation, and Department of Commerce, National Oceanic & Atmospheric Administration, request offers for transportation of Privately Owned Vehicles based on established transit times for certain identified points; and,
- (c) Department of State and United States Department of Agriculture, Forest Service, request offers based on a released value of \$8.00 per pound on international shipments only.

8. Verification of Industrial Funding Fee (IFF): To ensure that the GSA IFF for every shipment is properly accounted for and appropriately applied to the quarter for which the submission is received, GSA is requesting in RFO Section 2-7.6 that carriers furnish shipment identifying information either on or appended to the check register.

9. File Naming Convention: GSA established a file naming convention upon implementation of the Interagency Transportation Management System (ITMS). All Participants submitting rate offers **must strictly adhere** to this File Naming Convention in RFO [Section 7-1](#). Failure to do so will prevent rate offer(s) from being identified in the Participant's directory on the FTP and will result in their not being appended to the rate database for processing and/or automatically rejected.

Any comments may be directed to the address identified in RFO [Section 1-6](#).

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director  
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Enclosure